2013 SEP -3 AM 10: 51 U.S. House of Representatives Committee on Ethics

U.S. HOUSE OF THE CLERK OFFICER POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1.	Name of Traveler: Robin Kelly
2.	_
3.	a. Dates of departure and return: Departure: 8/15/13 Return: 8/18/13 b. Dates at personal expense:
4. 5.	Departure city: Chicago Destination: Tunica, Mrs. Issippi Return city: Chicago Sponsor(s) (who paid for the trip): CBC Institute
6.	Describe meetings and events attended (attach additional pages if necessary):
7.	Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box): a. □ a completed Sponsor Post-Travel Disclosure Form; b. □ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms; c. □ page 2 of the completed Traveler Form submitted by the Member or officer; and d. □ the letter from the Committee on Ethics approving my participation on this trip. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (Signify that statement is true by checking box): □ b. If not, explain:
Kno For U.S pri SIO	pertify that the information contained in this form is true, complete, and correct to the best of my owledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure rm were necessary and that the travel was in connection with my duties as a Member or officer of the S. House of Representatives and would not create the appearance that I am using public office for vate gain. GNATURE OF MEMBER: DATE:

	Original	Amenda	ont
_	VIIZIIIII	_ /Imenun	will

LEGISLATIVE RESOURCE CENTER

U.S. House of Representatives Committee on Ethics

2013 SEP -3 AM 10: 50

1. Sponsor(s) (who paid for the trip):

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or OFFIC reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of U.S. HOUSE the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

Congressional Black Caucus Political Education & Leadership Institute (C			Leadership Institute (CBC Institute)		
2. Travel Desti	Travel Destination(s): Tunica, MS				
3. Date of Dep	arture: 8/15/2013	3	Date o	of Return: 8/18/2013	
4. Name(s) of	Traveler(s): Rep.	Robin Kelly			
			form only if al	l information is identical for each person listed.)	
5. Actual amo	Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:				
	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)	
Traveler	\$50.00	\$293.70	\$0.00	No cost for meals. Widely attended event.	
Accompany Relative	ing				
statement is	All expenses connected to the trip were for actual costs incurred and not a per diem or lump sum payment. (Signify statement is true by checking box):				
_	D . D			Title: Executive Director	
0.000.000.000.000	n: CBC Institute		4		
	I am an officer of the above-named organization (signify statement is true by checking box):				
Address: 4	13 New Jersey A	Ave SE			
V	Vashington, DC	20003			
Telephone n	umber: 202-785-3	3634			
Email Addre	ess: brown@cbc	institute.org			
	Committee staff	may contact the al	bove-named indi	vidual if additional information is required.	
If you have	questions regarding yo	our completion of t	his form, please	contact the Committee on Ethics at (202) 225-7103.	
ersion date 2/2013 by	Committee on Ethics				

U.S. House of Representatives Committee on Ethics

TRAVELER FORM

1.	Name of Traveler: Robin Kelly
	Sponsor(s) (who will be paying for the trip): CBC Institute
3.	Travel destination(s): Tunica, Mississippi
4.	 a. Date of departure 8/18/13 Date of return: 8/18/13 b. Will you be extending the trip at your personal expense? □ Yes □ No If yes, dates at personal expense:
5.	 a. Will you be accompanied by a relative at the sponsor's expense? Yes No b. If yes: (1) Name of accompanying relative:
	(2) Relationship to traveler: \square Spouse \square Child \square Other (specify):
	(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6.	 a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☐ No b. If yes, explain why the second night of lodging is warranted:
7.	Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8.	Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties. Her Participation allows her to gain hew prospectives and better
	represent her district and gain greater knowledge so She can Share her opinions
9.	Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? Yes No
10.	FOR STAFF TRAVELERS: TO BE COMPLETED BY YOUR EMPLOYING MEMBER:
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
	I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain. Date: Signature of Employing Member

U.S. House of Representatives Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1.	Sponsor (who will be paying for the trip): Congressional Black Caucus Political Education and Leadership Institute (CBC Institute)			
2.	I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agen (signify that the statement is true by checking box):			
3.	 Check only one: I represent that: a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip or b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds or part of this trip and has enclosed disclosure forms from each of those entities. If "c" is checked, list the names of the additional sponsors: 			
4.	Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):			
	The list of House Members is attached to this form. Each Member is invited to share their legislative views and perspectives			
5.	Is travel being offered to an accompanying relative of the House invitee(s)? Yes No			
6.	Date of departure: August 15, 2013 Date of return: August 17, 2013			
7.	a. City of departure: Member's Home District			
	b. Destination(s): Tunica, Mississippi			
	c. City of return: Members Home District			
8.	I represent that (check one of the following):			
	a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: \square or			
	 b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: or c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee's travel regulations. 			
9.	Check one of the following:			
	a. I checked 8(a) or (b) above:			
	b. I checked 8(c) above but am not offering any lodging: □			
	c. I checked 8(c) above and am offering lodging and meals for one night: \square or			
	 d. I checked 8(c) above and am offering lodging and meals for two nights: ☐ If "d" is checked, explain why the second night of lodging is warranted: 			

10.	Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box):					
11.	 Check one: a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box):					
12.	For <u>each</u> sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip <u>and</u> its role in organizing and/or conducting the trip: The CBC Institute is the sole sponsor of the Mississippi Policy Conference - This annual policy conference is an initiative of and a significant part of the CBC Institutes overall mission.					
13.	Answer parts a and b. Answer part c if necessary. a. Mode of travel: Air Rail Bus Car Other (Specify: n/a)					
	b. Class of travel: Coach □ Business □ First □ Charter □ Other □ (Specify: n/a					
	c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:					
	n/a, the CBC Institute does not provide travel for Members to the policy conference					
14.	I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box):					
15.	I represent that either (check one of the following): a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: or					
	b. The trip involves events that are arranged specifically with regard to congressional participation:					
	If "b" is checked:					
	Detail the cost per day of meals (approximate cost may be provided):					
	Provide reason for selecting the location of the event or trip:					
	Name, nightly cost, and reasons for selecting each hotel or other lodging facility:					
	Hotel name: Veranda & Terrace Hotel City: Tunica Cost per night: 89.00					
	Reason(s) for selecting: proximity to conference center					
	Hotel name: Horseshoe & Road House City: Tunica Cost per night: 109.00					
	Reason(s) for selecting: proximity to conference center					
	Hotel name: Gold Strike, City: Tunica Cost per night: 99.00					
	Reason(s) for selecting: proximity to conference center					

- 17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box):
- 18. TOTAL EXPENSES FOR EACH PARTICIPANT:

☐ actual amounts ☐ good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	n/a- hotel-\$98.00-\$109.00-meals \$75.00		
For each accompanying relative	n/a		

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$50.00 ground	
For each accompanying relative	n/a	

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

		-	
10	Ch	ank	one

- a. I certify that I am an officer of the organization listed below. \blacksquare or
- b. N/A sponsor is an individual or a U.S. institution of higher education. \square
- 20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. 🖃
- 21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:

Name:

Regina Brown

Title:

Executive Director

. .

Congressional Black Caucus Political Education and Leadership Institute (CBC Institute)

4 1 1

413 New Jersey Avenue, S.E., Washington, DC 20003

Telephone number:

202-785-3734 (note: #18 above rooms & meals are locked on the PDF)

Email address:

brown@cbcinstitute.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Version date 4/2013 by Committee on Ethics

K. Michael Conaway, Texas Chairman Linda T. Sánchez, California Ranking Member

Charles W. Dent, Pennsylvania Patrick Mcchan, Pennsylvania Trey Gowdy, South Carolina Susan W. Brooks, Indiana

Pedro R. Pierluisi, Puerto Rico Michael E. Capuano, Massachusetts Yvette D. Clarke, New York Ted Deutch, Florida



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

August 7, 2013

Daniel A. Schwager Staff Director and Chief Counsel

Joanne White Administrative Staff Director

Jackie M. Barber Counsel to the Chairman

Daniel J. Taylor Counsel to the Ranking Member

1015 Longworth House Office Building Washington, D.C. 20515–6328 Telephone: (202) 225–7103 Facsimile: (202) 225–7392

The Honorable Robin L. Kelly U.S. House of Representatives 2419 Rayburn House Office Building Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Tunica, Mississippi, scheduled for August 15 to 18, 2013, sponsored by the Congressional Black Caucus Political Education and Leadership Institute. We note that you will not be reimbursed for transportation expenses.

Committee travel regulations require that, for any trip leaving on or after April 1, 2013, you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, given the newness of the rule, we are approving your current request. However, any future requests should adhere to the 30-day requirement.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$350 from a single source on Schedule VII of your annual Financial Disclosure Statement.

The Honorable Robin L. Kelly Page 2

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

K. Michael Conaway Chairman

Linda T. Sánchez Ranking Member

KMC/LTS:wfs

Private Sponsor Travel Certification Form - CBC Institute - Question 5. The Invitation to attend the CBC Institute's Annual Mississippi Policy Conference in Tunica Mississippi on August 15 to 17 is extended to the Members of Congress listed below to afford meeting attendees the opportunity to gain a clearer legislative perspective on issues which impact the quality of life for Americans in general and minority communities in particular during the 113^h Congress. NOTE: Each Member on this list will be assigned moderator, facilitator, and/or panelist roles for the working group sessions by issue areas and subjects of personal interest.

Members Invited:

The Honorable Marcia Fudge (Chair, CBC)

The Honorable Karen Bass

The Honorable Joyce Beatty

The Honorable Sanford D. Bishop, Jr.

The Honorable Corrine Brown

The Honorable G.K. Butterfield

The Honorable Andre Carson

The Honorable Donna M. Christensen

The Honorable Yvette Clarke

The Honorable William Lacy Clay, Jr.

The Honorable Emanuel Cleaver, II

The Honorable James E. Clyburn *

The Honorable John Convers, Jr.

The Honorable Elijah E. Cummings

The Honorable Danny K. Davis

The Honorable Donna Edwards

The Honorable Keith Ellison

The Honorable Chaka Fattah

The Honorable Al Green

The Honorable Alcee L. Hastings

The Honorable Steven Horsford

The Honorable Sheila Jackson Lee

The Honorable Hakeem Jeffries

The Honorable Eddie Bernice Johnson

The Honorable Hank Johnson

The Honorable Robin Kelly

The Honorable Barbara Lee

The Honorable John Lewis

The Honorable Gregory W. Meeks

The Honorable Gwendolynne S. Moore

The Honorable Eleanor Holmes Norton

The Honorable Donald M. Payne, Jr.

The Honorable Charles B. Rangel

The Honorable Cedric Richmond

The Honorable Bobby L. Rush

The Honorable David Scott

The Honorable Robert C. Scott

The Honorable Terri Sewell

The Honorable Bennie G. Thompson * (Chair, CBC Institute Board)

The Honorable Marc Veasey

The Honorable Maxine Waters

The Honorable Melvin L. Watt *

The Honorable Allen West

The Honorable Frederica Wilson

The Honorable William "MO" Cowan

- -- * - Denotes Member of the CBC Institute Board

NOTE: No Staff Invitations Issued

DRAFT WORKING SCHEDULE FOR

CBC INSTITUTE

TUNICA 2013 MISSISSIPPI POLICY CONFERENCE

Thursday, August 15th – Saturday, August 17th, 2013

Thursday, August 15, 2013

10:00 a.m. - 5:00 p.m.

Conference Registration

Harrah's Mid-South Convention Center

6:00 p.m. - 8:00 p.m.

Conference Welcome Reception; Tunica Queen Riverboat¹

Tunica Mississippi River Park

8:30 p.m. - 10:30 p.m.

Conference Opening Ceremonies &, Dinner

Post-Dinner Entertainment Featuring Bobby Rush

Horseshoe Casino & Hotel - Bluesville

Friday, August 16, 2013

9:00 a.m. - 5:00 p.m.

Conference Registration

Harrah's Mid-South Convention Center

8:45 a.m. - 5:45 p.m.

Legislative Seminars. (Note: doors open@ 8:30am)

8:45 a.m. - 10:30 a.m.

Legislative Seminar - Health Care: The Affordable Health Care Act (A look at Before the Act, the Effects Now and the Impact in the Future) - Congressional Members Participating: Butterfield, Scott & Christensen; U.S. Surgeon General

(tentative); Rep from Nestles Co.

Harrah's Mid-South Convention Center

10:30 a.m. - 12:00 p.m.

Legislative Seminar – Education: Drop Outs: Stop the Silent Killer in Our Communjities Congressional Members Participating – TBD

Harrah's Mid-South Convention Center

1:00 p.m. - 2:30 p.m.

Policy Luncheon. A Conversation with the New Members of the CBC. (Reps.

Beatty, Horsford, Jeffries, Kelly, Payne, & Veasey). CBC Board Members

Thompson and Fudge presiding.

Harrah's Mid-South Convention Center

2:30 p.m. to 3:30 pm

Legislative Seminar-Travel & Tourism's Impact on Local Economies: Gaming and Resort Destinations, Rural and Urban Areas. Congressional Members

Participating TBD

4:00 p.m. - 5:45 p.m.

Legislative Seminar – Energy: Impact on the American Consumer. Congressional

Members Participating TBD; Colette Honorable, Lonnie Johnson (Exxon Mobile),

Napoleon Johnson (Entergy) & Beverly Perry (PEPCO Holdings).

¹ Riverboat departs dock at 6:30 p.m.

TUNICA POLICY CONFERENCE - DRAFT WORKING SCHEDULE Page Two

Harrah's Mid-South Convention Center

8:30 p.m.

CBC Institute Sponsored Concert for Conference Registrants.

Featuring: Musiq Soulchild

Millennium Theatre, Gold Strike Casino & Resort Hotel

10:30 p.m.

After Concert Reception

DJ Preston Miles

Live Oak Ballroom, Gold Strike Casino & Resort Hotel

Saturday, August 17, 2013

9:00 a.m. - 11:00 a.m.

Legislative Seminar - Financial Services - Title & Presenters (Being worked on).

Congressional Members Participating TBD. Harrah's Mid-South Convention Center

11:00 a.m. - 12:45 p.m.

Legislative Seminar - Telecommunications: Social Media, the Internet and

Minority Communities--Face Book, Apps. FCC Commissioner Mignon Clyburn

(Invited); Congressional Members Participating TBD.

Harrah's Mid-South Convention Center

1:00 p.m. - 2:30 p.m.

Policy Luncheon - Presentation on CBC Institute History and Programs. (By CBCI

Board Members). Tentative—Administration Speaker.

Golf & Shooting Awards Presentations Harrah's Mid-South Convention Center

2:45 p.m. - 4:00 p.m.

Legislative Seminar - Voter Protection: A View of the Impact of Section 5

(Voting Rights). Congressional Members Participating TBD.

Harrah's Mid-South Convention Center

4:10 p.m. - 6:00 p.m.

Congressional Members' Forum

Town Hall-Conversation on Legislative Issues Impacting Communities of Color

CBC Institute Board Members Clyburn & Thompson presiding & other

Congressional Members Present Participating

Harrah's Mid-South Convention Center

8:00 p.m. - 9:00 p.m.

Conference Closing Ceremonies& Dinner

Harrah's Event Center

9:00 p.m.

Post Dinner Entertainment: Comedian Sister Lucille; Comedian George Wallace

Closing Conference Reception--DJ Preston Miles

Harrah's Event Center

Recreational Activities – Tunica Conference, 8/16 & 8/17²

Friday, August 16, 2013

6:30 a.m.

Continental Breakfast & Registration

The James E. Clyburn Golf Tournament

Cottonwoods Golf Club

7:00 a.m.

Continental Breakfast & Registration

Bennie G. Thompson Sporting Clays Challenge Willows Sporting Clays & Hunting Center

7:00 a.m.

The James E. Clyburn Golf Tournament - Shotgun Start

Cottonwoods Golf Club

7:30 a.m.

Sporting Clays Shooting Clinic

Willows Sporting Clays & Hunting Center

8:30 a.m.

The Bennie G. Thompson Sporting Clays Challenge

Willows Sporting Clays & Hunting Center

8:30 a.m. - 9:30 a.m.

ZUMBA Exercise Experience

Harrah's Mid-South Convention Center

Saturday, August 17, 2013

7:00 a.m.

Continental Breakfast & Registration for the Bennie G. Thompson

Sporting Clays Challenge

Willows Sporting Clays & Hunting Center

7:30 a.m.

Sporting Clays Shooting Clinic

Willows Sporting Clays & Hunting Center

8:30 a.m.

The Bennie G. Thompson Sporting Clays Challenge

Willows Sporting Clays & Hunting Center

8:30 a.m. - 9:30 a.m.

Zumba Exercise Experience

Harrah's Mid-South Convention Center

² All Members of Congress, Congressional Staff or federal employees are personally responsible for greens fees for the golf tournament and fees for the sporting clays challenge should they choose to participate.

Summer Internship Syllabus

Date	Event
June 3	8:30am Staff Meeting
June 7	Friday Report Due
June 11	8:30am Staff Meeting
June 12	Completed Staff Interviews
June 14	Friday Report Due
June 17	8:30am Staff Meeting
June 19	Leadership Test/Networking 101
June 21	Friday Report Due
June 25	8:30am Staff Meeting
June 28	Friday Report Due
July 5	Friday Report Due
July 8	8:30am Staff Meeting
July 10	IL Delegation Test
July 12	Friday Report Due
July 16	8:30am Staff Meeting
July 19	Friday Report Due
July 22	8:30am Staff Meeting
July 24	Committee and Ranking Member Test
July 25	Networking Scavenger Hunt
July 26	Friday Report Due
July 30	8:30am Staff Meeting
August 2	Last Day Before August Recess

Friday Report Criteria:

- · Number of Letters Written
- Number of Outstanding Letters
- 3 things that you have learned this week
- To whom did you write a letter to in your family

Tests

- You must receive an 85% on all tests
 - o Failure to do so will result in a retake test 1 week after

8:30am Staff Meetings

• At the beginning of the week the staff runs through the legislative agenda for the week

Other Responsibilities

- Daily Reading: from 9:00am-9:45am and 4:00pm-4:45pm you will be assigned local sites to monitor for daily news
- Suggested Social Media posts should be sent at 10:00am or 5:00pm every day: Facebook and Twitter
- Fun Fact Friday: proposing fun facts about the district to post on Twitter
- Constituent of the Week: Writing a short report on the efforts of a constituent for Facebook